



Republic of the Philippines
Department of Education
CARAGA REGION

NOV 08 2024

REGIONAL MEMORANDUM
No. **1200**, s. 2024

NOV 08 2024

To: Schools Division Superintendents
This region

NATIONAL DRRM YEAR-END EVALUATION AND PLANNING WORKSHOP

1. This is to inform the field offices of the upcoming National DRRM Year-end Evaluation and Planning Workshop on **November 25-29, 2024**, at DepEd EcoTech Center, Cebu City.
2. Participants of the workshop are the Regional and Division DRRM Coordinators. To confirm their attendance, the participants are directed to register through the link: https://bit.ly/2024_NYEP until November 15, 2024.
3. Participants are also reminded of the following:
 - Check-in at the hotel starts on November 25, 2024, at 2:00PM with afternoon snacks as the first provision. Check-out is on November 29, 2024, at 12:00PM with lunch as the last provision.
 - A written justification signed by their respective immediate supervisor is required for the incomplete or non-participation.
 - Participants are required to bring their own extension cords and laptops.
4. There will be no transportation services provided from the airport to venue and vice versa. Transportation and incidental expenses of the participants may be charged against their local funds (2024 Current or Continuing Funds), subject to the usual accounting and auditing rules.
5. Herewith attached is the Advisory from DRRMS-Central Office along with the schedule of activities for reference. For other related concerns, your staff may contact the DRRMS Team (Secretariat) via email drmo@deped.gov.ph or through tel. nos. 8637-4606.
6. For information and dissemination.

MARIA INES C. ASUNCION, CESO IV
Director III
Officer In-charge
Office of the Regional Director

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

CALAMITY SAFETY EDUCATION WORKSHOPS

ESSD/mpb
11/06/2024



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ADVISORY

October 29, 2024

**FOR : Regional Directors
Schools Division Superintendents
Regional and Division DRRM Coordinators
All others concerned**

**SUBJECT : NATIONAL YEAR-END EVALUATION AND PLANNING
WORKSHOP**

1. The Disaster Risk Reduction and Management Service (DRRMS) issues this advisory for the "National Year-end Evaluation and Planning Workshop" in reference to DRRMS Memorandum **DRRMS-03-21-2024-0003**, dated March 19, 2024. The activity will take place from November 25 to 29, 2024, at DepEd Ecotech Center Cebu. (Refer to Annex A. Indicative Program)
2. To register and confirm your participation, please access the registration link: https://bit.ly/2024_NYEP no later than November 15, 2024.
3. Participants are reminded of the following:
 - a. Check-in of participants starts on November 25, 2024, 2:00 p.m. with p.m. snacks as the first meal. Check-out is on November 29, 2024, 12:00 p.m. with lunch as the last meal.
 - b. A written justification signed by their respective immediate supervisor is required for the following cases:
 - i. **Incomplete Participation.** Participant needs to leave before the end of the activity.
 - ii. **Non-participation.** Participant is unable to attend the entire activity for valid reasons.
 - c. Laptops and extension cords are required for the duration of the activity.
 - d. Please note that transportation services from the airport to venue, and vice versa, will not be provided. Transportation and incidental expenses may be charged to their local funds (FY 2024 Current and Continuing Funds), subject to existing accounting and auditing rules.

For further concerns regarding this matter, you may communicate with DRRMS through email drmo@deped.gov.ph or 8637-4606.

For your information and appropriate action.


NENNETH ESPLANA - ALAMA
Director IV, DRRMS

ANNEX A. INDICATIVE PROGRAM

TIME	TOPIC	REMARKS
Day 0 – November 25, 2024		
08:00 onwards	Arrival	
12:00 onwards	Registration	
02:00 onwards	Check-In	
Day 1 – November 26, 2024		
08:00 – 08:30	Preliminaries: - National Anthem - Interfaith Prayer - Quality Policy - Energizer - Introduction of Participants (MC) - Safety Briefing	
08:30 – 08:35	Welcome Remarks	Salustiano Jimenez Regional Director DepEd Region VII
08:35 – 08:45	Inspirational Message	Sonny Angara Secretary Department of Education
08:45 – 09:00	Message of Support	Atty. Revsee A. Escobedo Undersecretary for Operations
09:00 – 10:00	Setting of Objectives and Expectations Annual Reflection and Strategic Alignment Challenges and Lessons Learned in 2024, and their Impacts in 2025 Strategic Priorities for 2025	Nenneth Esplana-Alama Director IV DRRMS
10:00 – 10:15	Morning Break	
10:15 – 10:45	Photo Opportunity	
10:45 – 11:45	Presentation of 2024 Physical and Financial Accomplishment (DRRMS)	
11:45 – 12:00	Question and Answer	
12:00 – 01:00	Lunch Break	
01:00 – 01:15	Energizer	
01:15 – 01:30	Presentation of Workshop Mechanics	
01:30 – 04:30	Workshop 1: Preparation of FY 2024 Physical and Financial Accomplishment per Region	
04:30 – 04:45	Collection of Workshop 1 outputs	
04:45 – 05:00	Administrative Announcements	
Day 2 – November 27, 2024		
08:00 – 08:15	Preliminaries: - Nationalistic Song - Interfaith Prayer - Management of Learning - Energizer	
08:15 – 09:00	Presentation of DRRMS PPAs for 2025	
09:00 – 09:15	Presentation of Regional and Division Fund Allocation for 2025	Lorenzo Masandero Technical Assistant II Rachel Calungsod Technical Assistant II
09:15 – 09:30	Presentation of Workshop Mechanics	Jemaima Dalogdog Technical Assistant II
09:30 – 12:00	Workshop 2: Crafting of FY 2025 DPRP Continuing and Current Fund Expenditure Matrices	With morning break in between
12:00 – 01:00	Lunch Break	
01:00 – 01:15	Energizer	

ANNEX A. INDICATIVE PROGRAM

TIME	TOPIC	REMARKS
01:15 – 03:00	Presentation of Data and Analysis of School Days Lost due to Disasters from 2019 to 2024	Jose Gabriel Noveno Project Development Officer III
03:00 – 03:15	Afternoon Break	
03:15 – 04:45	Presentation of Comprehensive School Safety Data	Jose Gabriel Noveno Project Development Officer III
04:45 – 05:00	Administrative Announcements	
Day 3 – November 28, 2024		
08:00 – 08:15	Preliminaries: - Nationalistic Song - Interfaith Prayer - Management of Learning - Energizer	
08:15 – 09:15	Technical Assistance on Development of Write-ups and Press Releases	Nikko Joy Bognalbal Project Development Officer II
09:15 – 09:30	Morning Break	
09:30 – 10:30	Technical Assistance on DepEd Visual Identity	Erika Denise Placio Technical Assistant II
10:30 – 12:00	Workshop on Regional Climate Change Caravan Activity Report	Marie Julienne Camille Sapuay Technical Assistant II
12:00 – 01:00	Lunch Break	
01:00 – 01:15	Energizer	
01:15 – 03:00	Orientation on DRRM Planning	April Allen Sayde Technical Assistant II
03:00 – 03:15	Afternoon Break	
03:15 – 04:45	Workshop on DRRM Planning	April Allen Sayde Technical Assistant II
04:45 – 05:00	Administrative Announcements	
Day 4 – November 29, 2024		
08:00 – 08:15	Preliminaries: - Nationalistic Song - Interfaith Prayer - Management of Learning - Energizer	
08:15 – 09:15	DDRRMCAP Hour	
09:00 – 09:15	Morning Break	
09:15 – 10:15	Wrap Up and Presentation of Ways Forward	
10:15 – 11:15	Closing Program and Awarding of Certificates	
11:15 – 12:00	Photo Opportunity and Check Out	

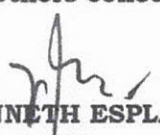


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MEMORANDUM No. DRRMS-03-21-2024-0003

FOR : Regional Directors
Schools Division Superintendents
Regional and Division DRRM Coordinators
All others concerned

FROM :  **NENNETH ESPLANA-ALAMA**
Director IV
Disaster Risk Reduction & Management Service

SUBJECT : **SCHEDULES OF DRRMS AND AOR QUARTERLY MEETINGS FOR FY 2024**

DATE : March 19, 2024

In adherence to our commitment to enhancing resilience in disaster governance and management processes, aligning with DepEd Order No. 21, s. 2015, entitled "Disaster Risk Reduction and Management Coordination and Information Management Protocol," and DepEd Order No. 24, s. 2022, "Adoption of the Basic Education Development Plan 2030," which highlights DepEd's role in disaster risk reduction and management, the Disaster Risk Reduction and Management Service (DRRMS) hereby informs all DepEd DRRM stakeholders and coordinators the schedule for DRRM coordination activities.

These activities are designed to promote capacity-building initiatives and strategic guidance to all regional and schools division offices regarding the implementation and monitoring of Disaster Risk Reduction and Management (DRRM), Climate Change Adaptation and Mitigation (CCAM), and Education in Emergencies (EiE)-related programs, projects, and activities.

ACTIVITIES	TENTATIVE SCHEDULES		REQUIRED ATTENDEES
DRRM Quarterly Coordination Meetings	DRRMS Quarterly Meetings	AOR Quarterly Meetings	DRRMS Quarterly Meetings All DRRMS Staff
	May 20 – 24, 2024	May 13 – June 5, 2024	AOR Quarterly Meetings DRRMS AOR Leads, All Regional and Division DRRM Coordinators
	September 3 – 6, 2024	September 16 – 30, 2024	
	October 28 – 30, 2024	November 4 – 15, 2024	
National Midyear Performance Review	July 22 – 26, 2024		Central Office – DRRMS, All Regional and Division DRRM Coordinators

National Disaster Risk Reduction and Management (DRRM) Year-end Evaluation and Planning	December 2 – 6, 2024	Central Office – DRRMS, All Regional and Division DRRM Coordinators
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With this, all Regional DRRM Coordinators shall consolidate all accomplishment reports and fund utilization statuses of their respective regions and divisions. These reports shall be submitted no later than the scheduled quarterly activity. In addition, all must be present during the scheduled coordination activities.

Please see the following attachments for reference and information:

- **Annex A.** Accomplishment Report (Template)
- **Annex B.** Fund Utilization Status (Template)

For questions or clarifications, please contact Ms. Kia Dyan Louren I. Serrano of DRRMS at kia.serrano@deped.gov.ph and drmo@deped.gov.ph.

For information and appropriate action.

Thank you.